

APPRENTICESHIP 101

WORKERS' COMPENSATION SUMMARY

YOUR RIGHTS AND RESPONSIBILITIES

As a registered apprentice in Washington State, you are entitled to a safe and healthful working and learning environment. You are also covered by Washington's Industrial Insurance Act. This fact sheet explains what to do if you are injured or exposed to a hazardous substance during your apprenticeship.

Points to Remember:

- Your employer provides workers' compensation coverage during on-the-job training.
- The Washington State Apprenticeship and Training Council covers you during classroom or lab instruction.
- You cannot waive your right to workers' compensation benefits.
- Learn all you can about safe work practices.

If your injury occurs during On-The-Job Training:

1. Report your injury to your supervisor or foreman.
2. Seek medical attention.
3. Complete the workers' section of the Report of Industry Injury or Occupational Disease provided by the doctor. Answer all questions to avoid a possible delay in benefit payments. (If your employer is self-insured, your supervisor will give you the accident report form you need to take to the doctor.) Under "employer," list the **company** where the OJT is being performed.

If your injury occurs in the Classroom or Lab:

1. Report your injury to your instructor.
2. Seek medical attention.
3. Complete the workers section of the Report of Industrial Injury or Occupational Disease provided by the doctor. Answer all questions to avoid a possible delay in benefit payments.
4. Under "employer", list:
WA State Apprenticeship and Training Council
PO Box 44530
Olympia WA 98504-4530
Phone: (360) 902-5320
Fax: (360) 902-4248
5. Report the wages you earn from your present or last employer.
6. The instructor should complete the Instructor's Report of Accident/Incident form and send to the above address, as soon as possible.

Report Promptly:

If you suffer an injury or occupational illness, you must report it in a timely manner.

- You must report any injury within one (1) year.
- For occupational disease and illnesses, a Report of Industry Injury or Occupational Disease must be filed within two (2) years after a doctor notifies you in writing that you have contracted an occupational disease and may file a claim for benefits.

Protection When Filing a Workers' Compensation Claim:

- If you feel you have been discriminated against because you filed a workers compensation claim or expressed an intent to file, you can submit a discrimination complaint by writing to Labor and Industries, Investigations, PO Box 44277, Olympia, Washington 98504-4277.
- You must act within 90 day. Labor and Industries will investigate your complaint and take legal action if valid concerns are identified.

During Recovery:

If your injury results in temporary inability to continue with your apprenticeship program, keep the program sponsor advised of your progress. You should also talk with this individual if you have concerns about your apprenticeship agreement.

Talk with your claim manager if you experience problems with your recovery, need help understanding your workers' compensation benefits, or feel dissatisfied with the medical treatment you've received.

Labor and Industries' Office of Information and Assistance can also answer your questions. Call 1-800-547-8367 or Project Hope at 1-800-255-9752.

Remember Safety Comes First

**Washington State Apprenticeship Section
(360) 902-5320**

Email: apprentice@LNI.wa.gov

Web site: www.LNI.wa.gov/TradesLicensing/Apprenticeship/